Information Security and Privacy Training Requirements

DHS Procedure

Version: 2.0
Effective Date: 06/01/2019
Approval: Information Security Director, Chris Luhman; Security Architecture Domain Team (SADT)

Purpose

To specify the security and privacy training requirements for individuals who have access to DHS data and systems.

Applicability

Employees, contractors, volunteers, external auditors, interns or any individuals having access to DHS data and systems.

Location

DHS intranet (InfoLink)

Procedure Steps

Frequency

Employees, contractors, volunteers, interns or any individuals having access to DHS data and systems must complete training prior to accessing the State of Minnesota network and system and/or sensitive data. The individual is required to retake the training annually.

Failing to meet the compliance training can result in network access and/or system access revocation.

Responsibility

Supervisors/managers are responsible for ensuring their reports — including contractors, volunteers, and interns — have completed the training on an annual basis

Content

- **Core modules** – required for all for access to DHS information and networks
    - **Data Security and Privacy** – OIS 11000
    - **How to Protect Information** – OIS 13000
    - **Managing Information Security** – OIS 12000
- **Data-specific modules** – required for access to specific data types, based on role
    - **Federal Tax Information (FTI)** – OIS 14000
    - **Social Security Administration Information (SSA)** – OIS 15000
    - **Protected Health Information (PHI)** – OIS 17000
- **Role-specific modules –** required based on role
    - **Data Protection for Supervisors** – OIS 16000
    - **Data Security for County Staff and Assistors** – OIS 19000
    - **Data Security for Help Desks and Network Administrators** – OIS 20000
    - **Volunteers** – OIS 18000

Location

- Training is web-based
    - For employees, training is accessible via an internal-facing training application
    - For others, training is accessible via an external-facing website

For questions, contact the MNIT @ DHS security team's training email at grc@state.mn.us.

Forms

N/A

Related Information

This process document explains how to comply with requirements in the following Minnesota Information Security Standards:

- Information Security Program Standard
- Physical and Environmental Security Standard
- Incident Management Standard
- Security Awareness Standard

Federal and State Requirements

See above.

History

Version	Description	Date
1.0	Draft reviewed and approved	03/10/2017
2.0	Information Security and Privacy Training Requirements	06/01/2019

Table 1 – You can add captions to tables and figures by selecting “Insert Caption” in the References tab

Contact

MNIT @ DHS security team’s training email at grc@state.mn.us.